

Job Description

Job Title: Virtual Learning Teacher
Position Code: 7E02 or GE02
Job Classification: Exempt

Supervisor: Principal
Pay Grade: 35A, 37A, 38A, 39A
Contract Length: 192 Days

Job Summary

Position is responsible for creating an online classroom environment favorable to learning and personal growth of every student; establishing effective rapport with students; motivating students to develop skills, attitudes and knowledge needed to provide a good foundation for becoming a responsible citizen in accordance with each student's ability. Position is responsible for preparing each student to meet the Virginia SOL standards and establishing good relationships with parents and other staff members.

Essential Duties

1. Develops lesson plans and supplementary materials compatible with the division's basic instructional philosophy and congruent with course / SOL standards; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and subgroups of students for on-line instruction.
2. Uses a variety of instructional strategies to meet varied student needs in an on-line environment within the division's Learning Management System.
3. Encourages the productive citizenship and respectful conduct of students in online communications.
4. Establishes and fosters positive relationships with students and families in the virtual environment by checking in frequently with students through mixed methods of communication, incorporating relationship building activities into instruction, and providing regular and varied feedback to students routinely.
5. Monitors and assesses student progress and communicates progress regularly to parents, students and supervisors.
6. Maintains accurate, complete records as required by law, district policy, and administrative regulation.
7. Engages in professional growth activities, demonstrates professionalism and attends all required training sessions for on-line teachers.
8. Performs all on-line instruction and attends on-site meetings with administration, parents and students as requested.
9. Establishes and maintains standards of student behavior needed to provide an orderly, productive virtual classroom environment.
10. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve learning, health and attitude problems.
11. Participates in faculty committees and the sponsorship of student activities.
12. Administers testing in accordance with division testing practices.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities which occur in school including Open House, student clubs and in-person student support activities.
3. Creates an effective virtual learning environment through functional and attractive announcements, structural modules, and engaging zoom sessions, when applicable.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable

accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s or Master’s degree in education or a related field. Must possess or be eligible for a Virginia Collegiate Professional License or Postgraduate Professional License with appropriate endorsement to teach elementary school. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: May include instructional assistants, volunteers, tutors.

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Virtual Learning Academy Teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

Revised 02/2022 CR